



## City of Anniston

Finance Department  
City of Anniston  
P.O. Box 2168  
Anniston, AL 36202  
Phone- (256) 231-7716  
Fax- (256) 231-7664  
licensing@anniston.al.gov

### BUSINESS LICENSE APPLICATION

#### PART I BUSINESS INFORMATION

Date Business Started in Anniston: \_\_\_\_\_

Type of Application: ☐ Renewal  
(Check one) ☐ New License

Business Organization: ☐ Individual  
(Check one) ☐ Partnership

License Change: ☐ Name Change  
(Check one) ☐ Owner Change  
☐ Location Change

☐ Corporation  
☐ LLC  
☐ Non-Profit

If your business does not have a physical address in Anniston but delivers into Anniston and the gross receipts are under \$100,000 you may elect to purchase a Delivery License for \$100 plus a \$10 issuance fee. Check here \_\_\_\_\_

Legal Business Name: \_\_\_\_\_ DBA: \_\_\_\_\_

Physical Location: Street Address: \_\_\_\_\_ Tax Id # or SSN: \_\_\_\_\_

City, State Zip: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Mailing Address: (if different from physical location)

Street Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Type of Business: ☐ Retail ☐ Wholesale ☐ Rental ☐ Professional  
☐ Manufacturer ☐ Contractor ☐ Other \_\_\_\_\_

Describe the business activities you conduct in the City Limits or Police Jurisdiction of Anniston: \_\_\_\_\_

#### PART II OWNER INFORMATION (Person(s) legally responsible for business – attach documents if needed)

Owner's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver License#/State Issued: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

--If your business is under the regulation of a state licensing board or agency, please include a copy of your card or certificate.--

#### PART III CONTACT INFORMATION

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

##### Municipal Use Only

Physical Location: ☐ City ☐ Police Jurisdiction ☐ Outside City & PJ

Reviewed By: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Approvals: Building \_\_\_\_\_ Date \_\_\_\_\_

Fire \_\_\_\_\_ Date \_\_\_\_\_

ACCOUNT ID \_\_\_\_\_ NAICS CODE \_\_\_\_\_

Signature of Owner or Legal Representative

Date

My signature indicates that I am legally responsible for the business and assume all tax / licensing liabilities of this business that might occur. Under penalties of perjury, I declare that this application has been examined by me and is to the best of my knowledge, a true and complete representation of the above named entity, and person(s) listed.

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM

A FEDERAL TAX ID # WILL BE THE SOCIAL SECURITY NUMBER OF A SOLE PROPRIETOR OR WILL BE ASSIGNED BY THE IRS FOR OTHER OWNERSHIP TYPES AND IS REPORTED ON A BUSINESS' FEDERAL TAX RETURN.

A BUSINESS' NORTH AMERICAN CLASSIFICATION SYSTEM (NAICS) CODE MAY BE LOCATED ON THE BUSINESS' FEDERAL TAX RETURN AND IS USED TO CLASSIFY THE TYPE OF BUSINESS ACTIVITY BEING PERFORMED WITHIN THE CITY OF ANNISTON. IF YOU DO NOT KNOW THE NAICS CODE FOR YOUR BUSINESS IT WILL ASSIGNED BASED ON THE DESCRIPTION LISTED ON PAGE ONE AND THE BEST INFORMATION AVAILABLE TO THE CITY.

PLEASE COMPLETE ALL AREAS OF THE FORM EXCEPT FOR THE SHADED AREA AT THE BOTTOM. FORM

SHOULD BE TYPED OR PRINTED LEGIBLY

FORM SHOULD BE DATED AND SIGNED BY AN OWNER, PARTNER, OR OFFICER OF THE BUSINESS

FORM WILL INITIATE THE PROCESS FOR REGISTERING YOUR BUSINESS WITH THE MUNICIPALITY

- 
- ⇒ IF YOUR BUSINESS WILL HAVE A PHYSICAL LOCATION WITHIN THE MUNICIPALITY, PLEASE USE THAT ADDRESS ON THE FRONT OF THIS FORM. (Complete separate forms for each physical location in the City.)
  - ⇒ UPON RECEIPT OF THE COMPLETED FORM, THE MUNICIPALITY WILL PROVIDE ANY ADDITIONAL FORMS AND INFORMATION REGARDING OTHER SPECIFIC REQUIREMENTS TO YOU IN ORDER TO COMPLETE THE LICENSING PROCESS.

---

ALL LICENSE RENEWALS ARE DUE JANUARY 1 AND DELINQUENT AFTER JANUARY 31, WITH THE FOLLOWING EXCEPTION:

INSURANCE COMPANY LICENSE: DUE JANUARY 1, DELINQUENT AFTER MARCH 1

---

THIS FORM IS INTENDED AS A SIMPLIFIED, STANDARD MECHANISM FOR BUSINESSES TO INITIATE CONTACT WITH A MUNICIPALITY CONCERNING THEIR ACTIVITIES WITHIN THAT CITY. A BUSINESS LICENSE WILL BE REQUIRED PRIOR TO ENGAGING IN BUSINESS. IF A BUSINESS INTENDS TO MAINTAIN A PHYSICAL LOCATION WITHIN THE CITY, THERE ARE NORMALLY ZONING AND BUILDING CODE APPROVALS REQUIRED PRIOR TO THE ISSUANCE OF A LICENSE.

IN CERTAIN INSTANCES, A BUSINESS MAY SIMPLY BE REQUIRED TO REGISTER WITH THE CITY TO CREATE A MECHANISM FOR THE REPORTING AND PAYMENT OF ANY TAX LIABILITIES. IF THAT IS THE CASE, YOU WILL BE PROVIDED THE MATERIALS FOR THAT REGISTRATION PROCESS.

THE COMPLETION AND SUBMISSION OF THIS FORM DOES NOT GUARANTEE THE APPROVAL OR SUBSEQUENT ISSUANCE OF A LICENSE TO DO BUSINESS. ANY PREREQUISITES FOR A PARTICULAR TYPE AND LOCATION OF THE BUSINESS MUST BE SATISFIED PRIOR TO LICENSING.

---

SHOULD THERE BE ANY QUESTIONS CONCERNING THE COMPLETION OF THIS FORM OR THE LICENSING AND/OR REGISTRATION PROCESS, PLEASE CALL THE NUMBER ON THE FRONT OF THIS FORM TO OBTAIN A MORE DETAILED EXPLANATION.